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State of MONTANA

Capitol Complex Disaster & Emergency Plan

DEPARTMENT OF ADMINISTRATION GDS JULY 1990

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INTRODUCTION

Emergencies and disasters are a potential threat to the health and well-being of employees of the State of Montana. While they occur infrequently, major disasters such as earthquake and fire, do pose a threat to people on the complex. Additionally, the threat of man-made incidents such as crime, leaking gas lines, boiler problems, and other small scale hazards can create the potential for harm.

The Department of Military Affairs, Disaster and Emergency Services Division, has published an emergency plan delineating emergency procedures and responsibilities in the event of a disaster or emergency with state wide consequences. That plan will take precedence over this plan should such an event occur.

The objective of this plan is to prepare State employees to act appropriately in the event of an emergency on the Capitol complex. Quick action by personnel can save lives, reduce property damage, and help eliminate criminal activity. Each person should be prepared to do their part.

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Basic Plan

I. RESPONSIBILITIES

A. Department of Administration

1. The Department of Administration will develop and enforce a disaster emergency plan. It will distribute the plan to all agencies.

2. The Department of Administration, through the General Services Division, will react to emergencies in accordance with this plan.

3. General Services Division will serve as the point of contact for information regarding emergency procedures and actions.

4. General Services Division, with agency cooperation, will update the emergency coordinators list annually.

5. General Services Division will prepare and distribute evacuation plans for each building.

B. State Agency Responsibilities

1. Departments will appoint emergency coordinators for each floor.

2. Support the emergency coordinators by providing time and resources to attend emergency training sessions as the training becomes available.

C. Individual Responsibilities

1. Each person should be prepared to react to any emergency.

2. People must familiarize themselves with their duties and responsibilities, as outlined in this plan, prior to an emergency. Individuals will be identified to clear rooms and work areas during an evacuation and to help the physically handicapped evacuate. Individuals who have responsibilities for fire extinguishers must have the knowledge to use them properly.

3. Fire drills and emergency rehearsals will be conducted on a regular basis.

4. Individuals are encouraged to seek courses and seminars on how to react to emergencies, i.e., First Aid and fire prevention classes.

II. ADMINISTRATION

A. Supplies, Training, and Transportation.

1. In the event of an emergency, each department will use their supplies, equipment, and transportation to support their personnel.
2. Each department should support their personnel in seeking emergency procedure training.

APPENDIX "A"

General Services Support To Capitol Complex

When there are problems with mechanical and electrical systems in state buildings, employees should notify the General Services Division of the Department of Administration. For problems with any of the following items, please contact the General Services Division at 444-3060 and provide division personnel with a description of the situation.

Boiler Rooms	Plumbing
Elevators	Dispensers
Power Failure	Hazardous Spills
Light Fixtures	Alarm Systems
Doors	Gas Lines/Odors
Locks/Keys	Water Lines

If there are any questions regarding general building maintenance or building repair, contact the General Services Division. Employees are discouraged from attempting to repair State facilities without contacting General Services first.

APPENDIX "B"

Fire Evacuation Procedures

I. GENERAL INFORMATION

A. General Services Division will post a fire evacuation plan on each floor of every building. Plans will be posted visibly in the hallways. Exit routes will be marked for easy identification.

B. Written procedures for evacuation of building personnel will be posted next to the evacuation plan. These procedures will include a location where all personnel will report after an evacuation.

C. Each floor will have department designated emergency coordinators responsible for implementing the State's emergency plan.

D. General Services Division will maintain a current list of emergency coordinators for all facilities on the Capitol Complex. This list will be updated annually by July 1.

E. General Services Division will inspect buildings annually to ensure all floors are in compliance with this plan.

II. DUTIES AND RESPONSIBILITIES OF THE EMERGENCY COORDINATORS

A. Ensure that fire evacuation plans are developed and posted for their area.

B. Assign a *specific* person and an alternate to notify the fire department in case of fire.

C. Be familiar with all aspects of the disaster and emergency plan and ensure each staff member is familiar with the plan.

D. Ensure fire extinguishers are kept in good working order and that several employees in each work area know how to operate them.

E. Identify any areas where personnel may become trapped in an emergency.

F. Implement emergency procedures as required.

III. ACTIONS TO TAKE IN THE EVENT OF A FIRE

A. In the event of a fire or emergency, immediately evacuate the area or building. *DO NOT USE THE ELEVATORS.*

B. Check all restrooms and break areas for personnel who may not have heard the alarm. Check areas where personnel may have become trapped.

C. In an evacuation, the emergency coordinator should be the last person off of the floor. Coordinators should exercise a leadership role: remind personnel of proper direction for evacuation, check for electrical equipment or lights left on, doors or windows left open, and correct these oversights as time permits. Insure that all personnel have left the premises. Plan assistance for physically handicapped employees who are unable to leave the building or areas of the building without the aid of another person.

D. The individuals designated to notify the fire department will provide them with as much of the following information as possible:

1. Complete address of the building where the emergency exists. Do not give only the name of the building (i.e., N. Roberts, *not* the Mitchell Building).

2. Location of the fire within the building in easy-to-understand directions.

3. Your name and a call-back number.

4. The seriousness of the fire or emergency and, if possible, the type of fire (i.e., electrical, chemical, explosion, etc.)

5. Whether or not the building is being evacuated.

E. The person who calls the fire department will meet the trucks and lead them into the building to the fire.

NOTE: All fires, no matter how small, must be reported to the Helena Fire Department.

APPENDIX "C"

Bomb Threat Procedures

I. The following steps should be taken in the event of a telephone bomb threat.

A. Remain calm and have another person nearby notify the police.

B. Keep the caller on the phone as long as possible.

C. Refer to the bomb threat procedures telephone checklist included in this brochure and ask the required questions of the caller.

D. Fill out the attached checklist during and immediately after the conversation.

E. Notify your superiors and Department Chiefs. The decision whether or not to evacuate the building must be made immediately.

F. Turn the telephone checklist over to the police upon their arrival.

APPENDIX "D"

Individual Security

In the conduct of their daily duties, many Montana State employees come into contact with the public. While the vast majority of these contacts are friendly and enjoyable, there are incidents which may make employees feel threatened or uncomfortable. If the incident occurs on the complex after 5:00 p.m. weekdays, or on a weekend, employees may call Capitol Security at 444-3725 for immediate assistance. In cases where employee safety is in question, the Helena Police Department should be notified to remove the threatening individual(s) from the Capitol Complex if necessary. State Capitol Security Guards have no arrest powers and are not trained to physically restrain individuals.

The Montana Department of Labor and Industry has published a booklet entitled *"Guide to Safety and Security Field Manual"*. This publication outlines appropriate methods of dealing with threatening situations. Supervisors are encouraged to read and distribute this material to their employees.

APPENDIX "E"

Earthquake Preparedness Checklist

(Excerpts from the American Red Cross Checklist)

Several large and damaging earthquakes have occurred in Montana in this century and an earthquake may strike again at any time. If this should happen during working hours, government employees will be affected. Earthquake preparedness planning is essential.

I. BEFORE AN EARTHQUAKE

A. Develop an earthquake preparedness plan. You can reduce injuries to employees and lessen the possibility of panic after the quake has occurred by planning for all eventualities.

B. List for employees the possible means of taking shelter during a quake. Direct them not to leave the building during a quake.

C. Have available for immediate use the telephone numbers for public safety agencies including police, fire, medical, and utilities.

D. Prepare several alternate routes of evacuation for employees in the various parts of the building should they need to leave their work area because it is unsafe.

E. Appoint at least two persons on each floor who will assume leadership roles after the quake has occurred, and be sure they are properly trained.

F. Plan assistance for physically handicapped employees who are unable to leave the building or areas of the building without the aid of another person.

G. Designate areas of the department which may be suitable as shelter areas should employees be required to stay there after the quake.

H. Ensure fire extinguishers are kept in good working order and that several employees in each work area know how to operate them.

I. Develop contingency plans for continued operation of your division based on total and/or partial shut downs due to building, utility, communication, or transportation failures. Include key personnel, communication systems, utilities, and other support needed for 24 hours, 72 hours, one week, and one month.

J. Discuss and distribute the earthquake plan with employees and be sure each one understands all phases.

II. AFTER AN EARTHQUAKE

A. Employees should immediately check for injuries among fellow workers and render first aid as needed. Seriously injured persons should not be moved unless they are in danger of further injury.

B. Check for fires and fire hazards, especially for gas leaks and damaged electrical wiring. See that these are turned off at main valves and switches if required.

C. Check for building damage and move employees to safe areas such as the Capitol complex grassy area or some parking lots. Do not allow employees to gather in the streets where they may hamper emergency vehicles. Do not block building access routes or entrances.

D. Do not permit employees to use elevators.

E. Flashlights should be used if power is off since sparks from a match or light switch could ignite leaking gas.

F. Immediately clean up dangerous spills.

G. Do not use telephones for outside calls except in genuine emergencies. Use battery-powered radios for damage reports and information from public safety agencies.

STATE OF MONTANA

Department of Administration

BOMB THREAT PROCEDURES

TELEPHONE CHECKLIST

INSTRUCTIONS: ***BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR/SECURITY OFFICER AS SOON AS POSSIBLE.***

PRETEND DIFFICULTY WITH HEARING • KEEP CALLER TALKING • IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? _____ Area _____

What kind of bomb? _____

How do you know so much about the bomb? _____

If building is occupied, inform caller that detonation could cause injury or death.

ACTION TO TAKE IMMEDIATELY AFTER CALL

Notify your supervisor/security officer as instructed. Talk to no one other than instructed by your supervisor/security officer. Complete the following information and the reverse side of this checklist.

Organization and Location: _____

Person Receiving Call: _____ Time: _____ Date: _____

Office Phone Number: _____ Home Phone Number: _____

CALLER'S IDENTITY:

SEX: Male ____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: ____Years

ORIGIN OF CALL:

Local _____ Long Distance _____ Booth _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
____ Loud	____ Soft	____ Fast	____ Slow	____ Excellent	____ Good
____ High Pitch	____ Deep	____ Distinct	____ Distorted	____ Fair	____ Poor
____ Raspy	____ Pleasant	____ Stutter	____ Nasal	____ Foul	_____ (Other)
____ Intoxicated	_____ (Other)	____ Slurred	____ Lisp		
			_____ (Other)		

ACCENT	MANNER		BACKGROUND NOISES	
____ Local	____ Calm	____ Angry	____ Machines	____ Animals
____ Not Local	____ Rational	____ Irrational	____ Bedlam	____ Quiet
____ Foreign	____ Coherent	____ Incoherent	____ Music	____ Voices
_____ (Other)	____ Deliberate	____ Emotional	____ Mixed	____ Airplanes
	____ Righteous	____ Laughing	Street	Party
		_____ (Other)	____ Traffic	____ Atmosphere
			____ Trains	_____ (Other)

Did Caller appear familiar with plan or building by his description of the bomb location? Write out the message in its entirety and any other comments on the **reverse side** of this checklist.